




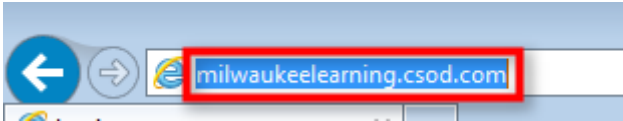
Pilot Launch Guide

Overview

This Pilot Launch Guide will walk you through how to log into the Milwaukee County Training and Development Center – otherwise known as the Learning Management System (LMS) - for the first time, as well as how to change your password, launch the interactive training tutorial, and then assign the tutorial to your direct reports if you have any.

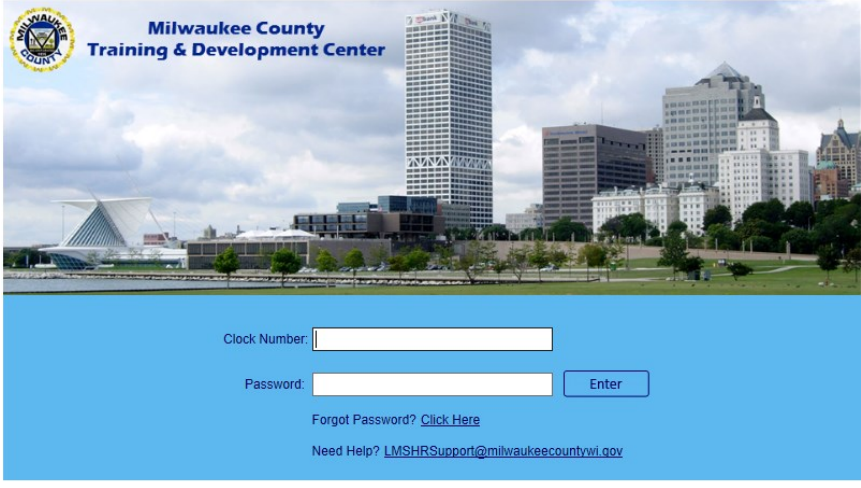
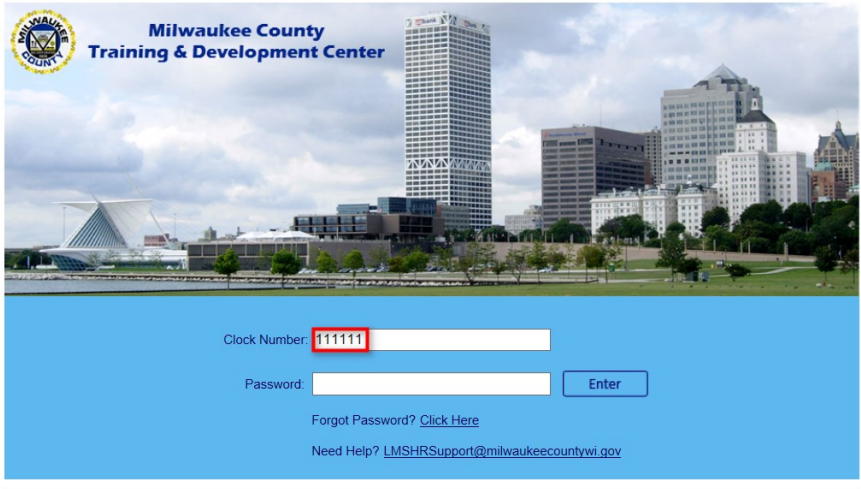
Accessing and Logging into the LMS

To log into the LMS, please complete the following steps:

Step	Action
1	<p>Open the Internet Explorer browser either from your Desktop or from your Start menu.</p> 
2	<p>Type the following website address in the Address field:</p> <p>http://milwaukeelearning.csod.com</p> 

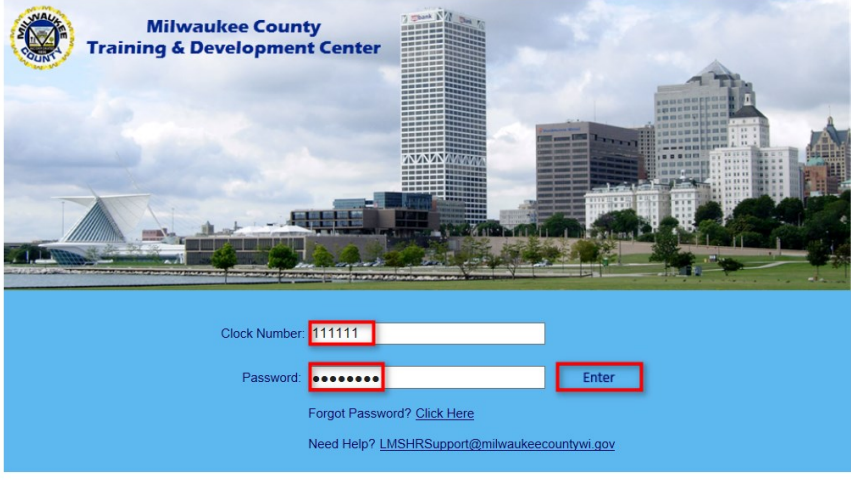
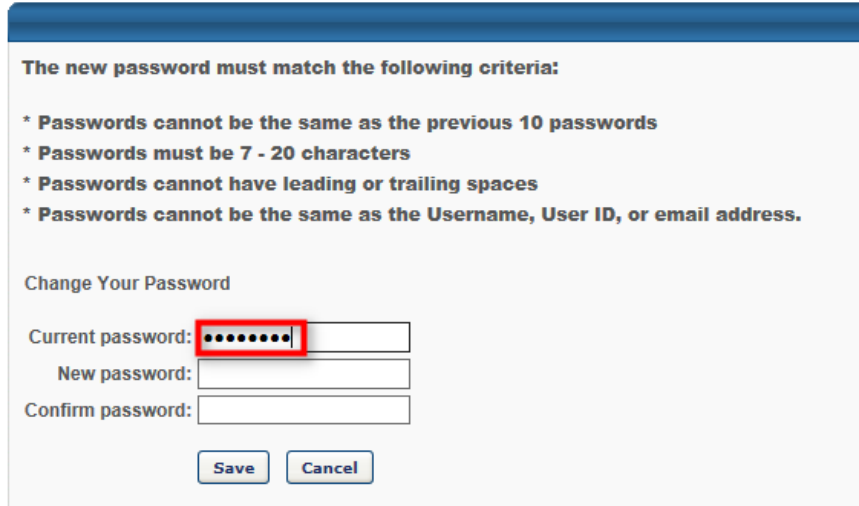


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Step	Action
3	<p>Press the Enter key on your keyboard.</p>  <p>Result: The Milwaukee County Training and Development Center page will open.</p>
4	<p>Type your clock number in the Clock Number field.</p>  <p>© Cornerstone OnDemand. All Rights Reserved.</p>
5	<p>Type the following default password in the Password field:</p> <p>P4ssw0rd</p> <p>Note: Be sure to type it in exactly as it is shown.</p>



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Step	Action
6	<p>Click the Enter button.</p>  <p>© Cornerstone OnDemand. All Rights Reserved.</p> <p>Result: You will be logged in and prompted to change your password.</p>
7	<p>Type the default password (listed below) into the Current password field:</p> <p>P4sswØrd</p> <p>Your password has expired. Please change your password.</p> 



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Step	Action
8	<p>Type a new password into both the New password and Confirm password fields.</p> <p>Your password has expired. Please change your password.</p> <div><p>The new password must match the following criteria:</p><ul style="list-style-type: none">* Passwords cannot be the same as the previous 10 passwords* Passwords must be 7 - 20 characters* Passwords cannot have leading or trailing spaces* Passwords cannot be the same as the Username, User ID, or email address.</div> <div><p>Change Your Password</p><p>Current password: <input type="password"/></p><p>New password: <input type="password"/></p><p>Confirm password: <input type="password"/></p><p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p></div>
9	<p>Click the Save button.</p> <p>Your password has expired. Please change your password.</p> <div><p>The new password must match the following criteria:</p><ul style="list-style-type: none">* Passwords cannot be the same as the previous 10 passwords* Passwords must be 7 - 20 characters* Passwords cannot have leading or trailing spaces* Passwords cannot be the same as the Username, User ID, or email address.</div> <div><p>Change Your Password</p><p>Current password: <input type="password"/></p><p>New password: <input type="password"/></p><p>Confirm password: <input type="password"/></p><p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p></div> <p>Result: You will be taken to a Define Security Questions page.</p>






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Step	Action
10	<p>Type the answer for the question shown into both the Answer and Confirm Answer fields.</p> <div><div>Define Security Questions</div><p>From the drop down list(s) below, select question(s) that can be used later to confirm your identity</p><p>Note: In the future when answering a security question you must enter the answer EXACTLY as also capitalize those letters when answering the question later. Also, if entering a date as an answer, characters as you enter now.</p><p>* The answer(s) must be at least 3 characters in length.</p><div><div>1.</div><div>Security Question:</div><div>What is your mother's maiden name? ▾</div><div>Answer:</div><div>.....</div><div>Confirm Answer:</div><div>.....</div></div><div><div>Cancel</div><div>Continue</div></div></div> <p>Note: The security answer you type is case-sensitive.</p>

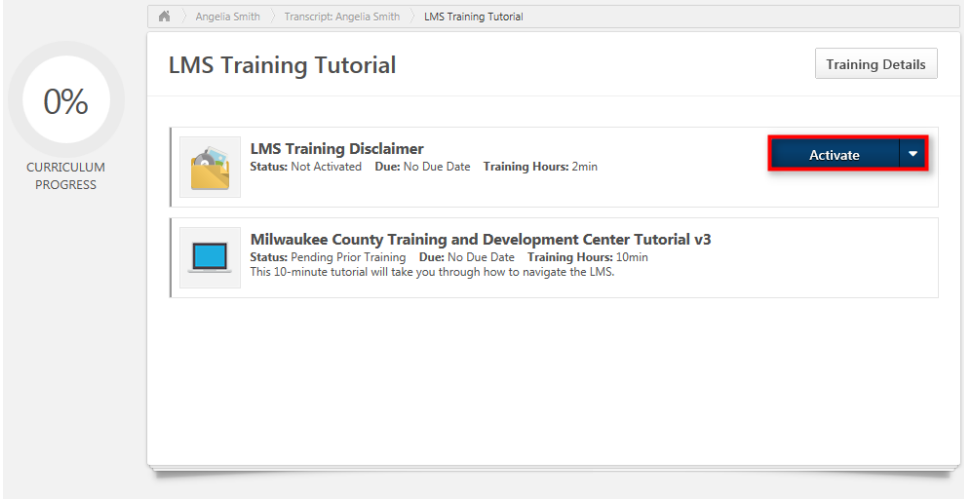
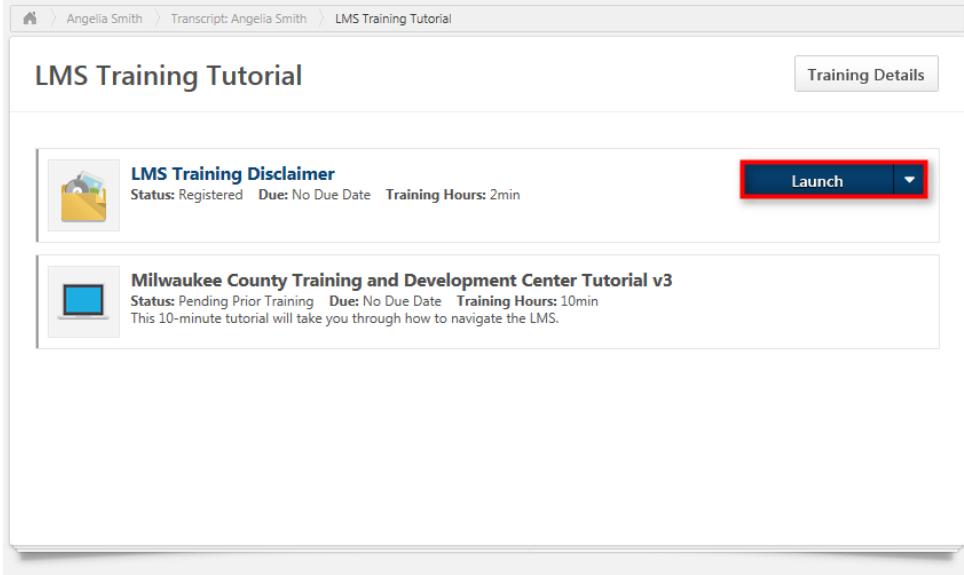
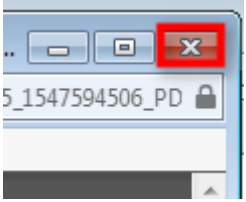


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Step	Action
11	<p>Click the Continue button.</p> <div><p>Define Security Questions</p><p>From the drop down list(s) below, select question(s) that can be used later to confirm your identity should you forget your password.</p><p>Note: In the future when answering a security question you must enter the answer EXACTLY as you typed it here. Answers are case-sensitive also capitalize those letters when answering the question later. Also, if entering a date as an answer, when answering the question later, you must enter the characters as you enter now.</p><p>* The answer(s) must be at least 3 characters in length.</p><p>1. Security Question: What is your mother's maiden name? ▾</p><p>Answer: <input type="text"/></p><p>Confirm Answer: <input type="text"/></p><p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p></div> <p>Result: You will be taken to the Welcome Page.</p> <div><p>Milwaukee County Training and Development Center</p><p>Search <input type="text"/></p><p>HOME LEARNING REPORTS MY TEAM</p><p>Welcome Scheduled Tasks</p><p>EVENTS CALENDAR MY ASSIGNED TRAINING BROWSE FOR TRAINING HELP</p><p>Welcome</p><p>Welcome to the Milwaukee County Learning Management System (LMS)! The LMS is the central training center for Milwaukee County employees. Here you will find announcements and registration information for all your training opportunities. You will also be able to:</p><ul style="list-style-type: none">• Search for training• Launch training• Access your transcripts of completed training/certifications• Approve training for your direct reports (Managers)• Access reporting and transcripts of your teams (Managers)• Manage your learning and development!</div>

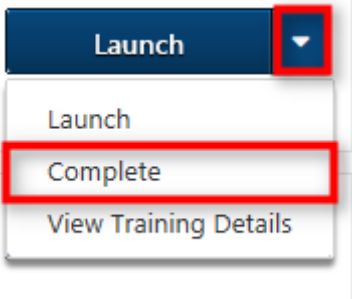




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Step	Action
13	<p>Click the Activate button for the LMS Training Disclaimer.</p> 
14	<p>Click the Launch button.</p> 
15	<p>Read the LMS Training Disclaimer and then click the X button at the upper right to close that window.</p> 

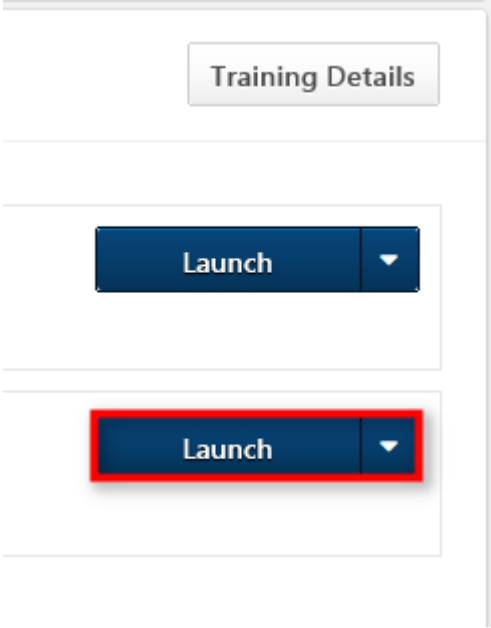
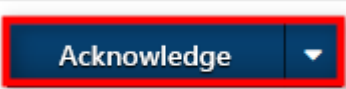
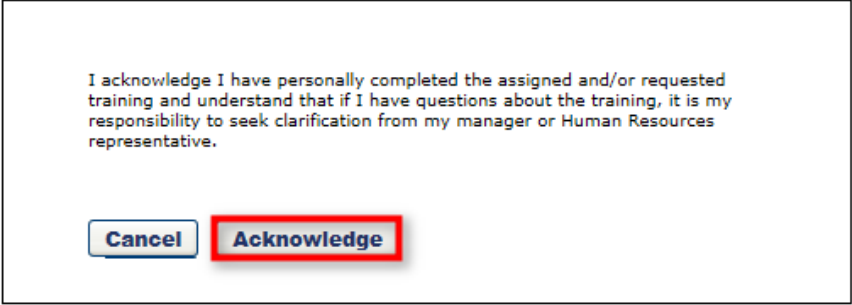


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Step	Action
16	<p>Click the drop-down button to the right of the Launch button and click Complete. The Launch button will then turn into an Acknowledge button.</p> 
17	<p>Click the Acknowledge button to acknowledge completion of the LMS Training Disclaimer.</p> 
18	<p>Read the acknowledgement statement and click the Acknowledge button.</p> <div data-bbox="459 1060 1305 1362"><p>I acknowledge I have personally completed the assigned and/or requested training and understand that if I have questions about the training, it is my responsibility to seek clarification from my manager or Human Resources representative.</p><p><input type="button" value="Cancel"/> <input type="button" value="Acknowledge"/></p></div> <p>Note: By clicking the Acknowledge button, you are adding your electronic signature to this item on your transcript, and agree to the acknowledgement statement.</p>
19	<p>Click the Activate button for the Milwaukee County Training and Development Center Tutorial.</p> 



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Step	Action
20	<p>Click the Launch button.</p>  <p>Result: The tutorial will open in a new window.</p>
21	<p>Go through the tutorial and then close the window when prompted.</p> <p>Note: At the end of the tutorial there are a few brief survey questions. Please complete them as thoroughly as you can. <u>If you have direct reports, please be sure to go to My Team and verify that your direct reports are accurately represented in the LMS. If they are not, please indicate who is incorrectly entered in the LMS Survey.</u></p>
22	<p>Click the Acknowledge button to the right of the LMS Training Tutorial to acknowledge that you have completed the tutorial.</p> 
23	<p>Read the acknowledgement statement and click the Acknowledge button.</p> 



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Step	Action
24	Result: Congratulations, you are all done! You can exit out of the LMS if you wish. Please contact hrmssupport@milwaukeecountywi.gov if you have any questions or need any assistance.
